April 2017 Research Division

Research Fund Spending Guidebook (For Researchers) 2017 Edition (Supplement Edition)

Chapter 6　Procedures for Business Travel Expenses

6-2. Payment of travel expenses

(1) Domestic business travel expenses, page 35

<table>
<tr><td rowspan="5">Transportation expenses</td><td rowspan="2">Railway fare</td><td>Section for use of public transportation At least 100 km</td><td>Fare required to board, limited express fare or express fare, reserved-seat fare</td></tr>
<tr><td>Section for use of public transportation Less than 100 km</td><td>Fare required to board</td></tr>
<tr><td>Vehicle fare</td><td colspan="2">Public transportation (bus fare)</td></tr>
<tr><td>Boat fare</td><td colspan="2">First class</td></tr>
<tr><td>Airfare</td><td colspan="2">Lowest class</td></tr>
<tr><td colspan="2">Daily allowance</td><td colspan="2">3,000 yen</td></tr>
<tr><td colspan="2">Accommodation expenses</td><td colspan="2">12,000 yen</td></tr>
</table>

[Transportation expenses]

- The Rules for the Provision of Travel Expenses for The Ritsumeikan Trust determine the travel expenses related to movement within Japan (transportation expenses, daily allowances, and accommodation expenses) as shown above.
- Considering that research funds are comprised of public research funds coming from taxes and the like, and considering in particular that Article 3 of the Rules states "Travel expenses are calculated according to the most economical and rational travel path and means according to the route," it has been determined that "limited express fare or express fare, reserved-seat fare" (hereinafter, "limited express fare, etc.") paid for using railways in Japan via research funds starting April, 2017, shall be handled as laid out specifically below.

1. Use of the "shinkansen, limited express, or express trains" (hereinafter, "limited express") within a section for use of public transportation that is less than 100 km one-way
   • Limited express fare, etc. is not paid.
2. Limited express use 100 km or more for a single train within a section for use of public transportation that is 100 km or more one-way
   • Limited express fare, etc. is paid.
3. Limited express use less than 100 km for a single train within a section for use of public transportation that is 100 km or more one-way
   ① Regarding limited express use involving transfers from limited express to limited express, limited express fare, etc. is paid for both connected sections, including the section in which a single train is **less than** 100 km.
   ② Regarding use of a single limited express train, the limited express fare, etc. for the said train is paid if the person going on the business trip reports the actual limited express use (reason for use [*] and evidence that the limited express was taken (limited express ticket, IC use slip, etc.)) and the manager of the affiliated Research Office who administers research funds deems the reason for use to be rational.

[*] The format for the reason of use is not specified, and can be written on the statement of travel expenses or travel report, or sent via e-mail to the Research Office person in charge of research funds.

End